

U. S. NAVAL FORCES JAPAN MLC/IHA VACANCY ANNOUNCEMENT

Position Title: Administrative Sp't #9, 1-3/4
Announcement No: A-03-129
Employment Type: Permanent - Full Time Position
Base Pay: 1-4: 185,600 yen per month or above (LAD: 2)
1-3: 164,600 yen per month or above (LAD: 2)
Location: Naval Computer and Telecommunications Station, Far East、 Base Communication Office (BCO) Atsugi.
Work Schedule: 40 HRS/WK (Mon –Fri, 0745–1630)
Open: 10/28/03
Cut Off: 1st Cut Off: 11/04/03 (Subsequent Cut-Off every Tuesday)
Close Date: Open Until Filled
Area Of Consideration: Current USFJ Permanent Employees and Off Base Applicants

MAJOR DUTIES:

Receives requests for all Unofficial (Class B) Telephone Services. Forwards requests for connection, disconnection, and changes to appropriate work center. Ensures that work is accomplished in a timely manner. Establishes a Customer Account File for each customer. Maintains application for service, letters of consent to pay checkage, copy of service order and any other pertinent information. Consolidates all local and international call data from NTT and IDC for Class B customers. Compares call data to Basic Communications Package data to verify accuracy. Prepares and mails monthly bills for Class B customers. Maintains payment records, posting charges, and payments. Provides information to the higher organization as appropriate. Monitors payments, prepares past due notices, and initiates action to disconnect services. Receives additional requests for service and queries on billing and service. Assists customers with problems and complaints. Resolves all complaints within their area of control, referring only those of a higher level to supervisor. Receives trouble calls from official and unofficial customers, passing information for corrective action to the appropriate work center. Performs other related or incidental duties, as assigned.

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BWT 1-4: At least one year of work experience in clerical, administrative, or technical field or Completion of four-year college/university education.

OTHER WORK CONDITIONS:

1. Good command of English and Japanese in writing, reading and speaking.
2. Must be able to use general computer application (MS-Word, Excel, Access).

INSTRUCTIONS FOR APPLICANTS:

- Non-Japanese applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate to your application.
- Former US Military Retirees: Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel to be considered. Please attach approval letter and DD Form 214 to your application.
- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment

HOW TO APPLY

Send us either English or Japanese MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. **Applications and attachments will not be retrieved for duplication or for return.** All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration.

U. S. Naval Air Facility, Atsugi (Box 12)
Human Resources Office
Ayase-shi, Kanagawa-ken
〒252-1101

NOTE:

- 1) Make sure you annotate “**Announcement No (A-03-129)**” to your resume.
- 2) All applicants must meet eligibility requirements respective closing date. Ineligible applicants will not be referred.